
Departmental Forms

| Form No | Title | Date Issued (PN) | Instruction No | District |
|----------|---|------------------|----------------|----------|
| AD-0067 | Request for Prior Approval | 6-1-85 | 2054-M | P-NO |
| AD-0068 | Length of Service Certificate (40 years) | | | |
| AD-0068D | Length of Service Certificate | | | |
| AD-0074 | Publication Shipping Order | 8-8-51 | 2015-D | WSC |
| AD-0105 | Check or Bond Forwarding Record | 11-45 | | |
| AD-0106 | Property Record | 3-21-51 | | |
| AD-0107 | Report of Transfer or Other Disposition or Construction of Property | 12-14-55 | 2024-H | |
| AD-0112 | Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property | 4-24-96 | | |
| AD-0114 | Executive Correspondence Jacket | | | |
| AD-0139 | Final Salary Payment Report | 5-8-63 | 2024-B&H | WSDC |

(07-12-00) PN 321

| Description | FMI Date |
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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
|------------|---|------------------|----------------|---------|
| AD-0184 | Application for Motor Vehicle Operator's Identification Card | 9-1-65 | 2018-G | WS |
| AD-0187 | Motor Vehicle Operations And Utilization | 11-30-60 | | |
| AD-0202 | Travel Authorization/Advance | 8-20-97 | 2009-A, 2036-A | |
| AD-0202M | Travel Authorizatiion/Advance Attachment for Multiple Travelers | 8-20-97 | 2036-A | |
| AD-0206 | Authorization Amendment (Travel) | 5-21-61 | 2015-D | |
| AD-0241 | Committee Control Record | 7-15-72 | | WS |
| AD-0287 | Employee Suggestion | 3-14-90 | 2006-H | WSDC |
| AD-0287-2 | Recommendation And Approval of Cash Award or Quality Increase | 8-17-66 | 2006-H & 2009- | WS |
| AD-0287-3A | Referral and Appraisal of Employee Suggestion | 2-5-86 | 2006-H | |
| AD-0287-4 | Merit Pay Cash Award | 8-31-82 | 2009-C | WS |

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| AD-0311 | Speed-memo | 4-15-61 | 2030-A | WSC |
| AD-0321-3 | Time and Attendance Report | 10-19-83 | 2009-C&2054-W | WSC |
| AD-0332 | Position Description | 6-6-69 | 2048-BCD P | P |
| AD-0337 | Transmittal - Personnel and Payroll Forms | 2-14-64 | 2006-H P | P |
| AD-0343 | Payroll Action Request | 8-26-81 | 1951-C | WSDC |
| AD-0349 | Employee Address | 4-16-73 | | P |
| AD-0367 | Reports Evaluation Checklist | 12-16-87 | 2006-K | W |
| AD-0368 | Reports Analysis And Clearance Sheet | 12-16-87 | 2006-K | WSC |
| AD-0382 | Employee Claim for Loss or Damage to Personal Property | 10-1-65 | 2039-A, (DR) 25 | |
| AD-0400-1-50 | State Map (Counties) | | | |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| AD-0424 | Employee Application for Reimbursement of Expenses Incurred Upon Sale/Purchase of Resident | 10-2-68 | | WSC |
| AD-0425 | Contractor's Affirmative Action Plan for Equal Employment Opport. Under Executive Order 11246 & Executive Order 11375 | | 1901-E | WSC |
| AD-0435 | Performance Appraisal | 6-2-81 | 2060-A&B,2063 | |
| AD-0435-A | Performance Appraised Worksheet | 6-2-81 | 2060-A | |
| AD-0435-B | Performance Appraised Worksheet Continuation | 6-2-81 | 2060-A | |
| AD-0474 | Transmittal - Telephone And Utilities | 5-8-85 | 2030-B | WS FC |
| AD-0475-C | "....And Justice For All | 3-26-86 | 1901-E | WSDC |
| AD-0495 | Honor Award Nomination | 11-21-73 | 2063-B | WS |
| AD-0497 | Request for TR Action | 9-11-74 | | |
| AD-0507 | Probationary or Trial Period Report | 9-19-72 | 2024-U | P |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| AD-0569 | Expense Record for Temporary Quarters | 9-12-73 | 2039-A | WSC |
| AD-0575 | Annual Report of Printing Procured Through GPO Regional Offices | 12-6-89 | 2027-B | |
| AD-0581 | Lump-Sum Leave or Compensatory Time Payments | 7-14-72 | | P |
| AD-0582 | Authorization for restored annual Leave | 9-4-74 | 2066-A | W |
| AD-0616 | Travel Voucher | 8-20-97 | 2036-A | WSC |
| AD-0617 | Travel Voucher Continuations Sheet | 8-20-97 | 2036-A | WSC |
| AD-0622 | Notice Of Preapplication Review Action | 10-15-73 | 1942-A, 2033-A | WSC |
| AD-0651 | Motor Vehicle Accident Report Kit | 11-19-75 | 2042-B | WSC |
| AD-0658 | Within Grade Increase Record | | 2054-A&E | WSDC |
| AD-0687 | Forms Action Request And Notice | | | WSC |

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| AD-0700 | Procurement Request | 7-30-86 | 2024-G&O | |
| AD-0703 | Operating Plan | 10-26-83 | | S |
| AD-0704 | Allotment Advice | 5-27-87 | 2009-D | W |
| AD-0705 | Advice of Allocation of Funds | 5-27-87 | 2009-D | W |
| AD-0728 | Request and Authorization for Home to Work Transportation | 11-13-96 | 2018-G | |
| AD-0734 | Request for Candidates | 11-4-77 | 2045-C | WSC |
| AD-0735 | Evaluation for Candidates | 11-4-77 | 2045-C | WS |
| AD-0757 | Miscellaneous Payment System | 5-22-91 | 2024-A | WSDC |
| AD-0763 | Work Plan | | 2006-D | |
| AD-0767 | Equal Employment Opportunity Contract Compliance Notices | | 1924-A | |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| AD-0773 | Supervisory or Managerial Probationary Period Report | | 2054-U | Distr |
| AD-0838 | Purchase Order | 9-4-87 | 2021-A, 2024-A, | WSDC |
| AD-0872 | Property Damage Incident | 7-25-84 | 2069-A&B | |
| AD-0997 | Unit Certifying Officer Signature Card | 10-17-83 | 2024-P | WS |
| AD-1010 | USDA Occupational Safety And Health Poster | 12-12-84 | | |
| AD-1030 | USDA-Photographic Identification Card | | 1980-A & 2024- | W |
| AD-1043 | Leave Transfer Program - Donor Application | 2-23-90 | 2066-A | |
| AD-1046 | Leave Transfer Program - Recipient Application | 2-23-90 | 2066-A | |
| AD-1047 | Certification Regarding Debarment Suspension | 4-28-99 | HB-1-3565 | WSDC |
| AD-1048 | Certification Regarding Debarment Suspension; Ineligibility And Voluntary Exclusion -Lower Tier Covered Transactions | 7-31-96 | 1940-M,4284-F, | WSDC |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
|----------|---|------------------|----------------|---------|
| AD-1049 | Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals | 8-12-94 | 1940-M | WSDC |
| AD-1050 | Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II - For | | | WSDC |
| AD-1058 | Framework For Change | 4-24-91 | | WSDC |
| AD-1061 | Building On The Framework For Change | 4-24-91 | | |
| AD-2001 | Designation of Tour of Duty Biweekly Schedule | 5-31-00 | 2051-F | WSDC |
| AD-2002 | Time and Attendance Record | 5-31-00 | 2051-F | WSDC |
| CA-0001 | Federal Employee's Notice of Traumatic and Claim for Continuation of Pay/Compensation | 7-25-84 | 2069-A&B | |
| CA-0002 | Federal Employee's Notice of Occupational Disease and Claim for Compensation | 7-25-84 | 2069-A&B | |
| CA-0002a | Notice of Recurrence of Disability | 4-7-71 | 2069-B | |
| CA-0003 | Report of Termination of Total or Partial Disability or "Report of Death" | 12-9-52 | 2069-B | |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| CA-0005 | Claim for Compensation on Account of Injury or Occupational Disease and Attending Physical Report | 4-7-71 | 2069-A&B | |
| CA-0006 | Official Superior's Report of Employee's Death | 7-25-84 | 2069-B | |
| CA-0007 | Claim for Compensation on Account of Traumatic Injury | 7-1-81 | 2069-B | |
| CA-0008 | Claim for Continuance of Compensation on Account of Disability | 3-4-53 | 2069-B | |
| CA-0010 | What a Federal Employee Should Do When Injured | 9-8-71 | 2069-B | |
| CA-0011 | When Injured at Work | 4-25-73 | 2069-B | |
| CA-0013 | Work Injury Benefits for Federal Employees | 4-25-73 | 2069-B | |
| CA-0016 | Request for Examination and/or Treatment | 4-7-71 | 2069-B | |
| CA-0017 | Duty Status Report | 7-1-81 | 2069-B | |
| CA-0020 | Attending Physician's Report | | 2069-B | |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| CA-1333 | Federal Employee's Compensation Program Medical Providers Claim Form | 7-14-82 | 2069-B | |
| CC-0257 | Monthly Employment Utilization Report | 1-1-92 | 1901-E | |
| FEMA 81-93 | Standard Flood Hazard Determination | 4-28-99 | RD 3550 Hdbk. | WSDC |
| GPO-2511 | Print Order | 7-29-92 | 2027-B | |
| GSA 1217 | Lessor's Annual Cost Statement | 7-1-94 | GSA 552, 570.8 | |
| GSA 1364 | Proposal to Lease Space | | GSA 552, 570.8 | |
| GSA 2485 | Cost Comparison for Shipping Household Goods | 3-24-82 | 2039-A | |
| GSA 3517 | General Clauses (Acquisition of Leasehold Interests in Real Property) | 9-1-94 | GSA 552, 570.8 | |
| GSA 3517A | General Clauses | 6-1-93 | GSA 552, 570.8 | |
| GSA 3517B | General Clauses | 6-1-93 | GSA 552, 570.8 | |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| GSA 3518 | Representations and Certifications | 5-1-94 | GSA 552, 570.8 | |
| GSA 3518B | Representations and Certifications | 5-1-94 | GSA 552, 570.8 | |
| GSA 3626 | U.S. Government Lease for Real Property | 6-1-94 | GSA 552, 570.8 | |
| GSA 3627 | Market Survey | 6-1-94 | GSA 552, 570.8 | |
| HUD-00398 | Settlement Cost Booklet | | | |
| HUD-00928.1 | Equal Housing Poster | 5-5-93 | 1901-E | |
| HUD-00928.1A | Equal Housing Poster (Spanish) | 1-29-97 | 1901-E | |
| HUD-00934.1 | Equal Housing Opportunity Logotype | 2-29-84 | 1901-E | |
| HUD-00934.2 | Equal Housing Opportunity Logotype | 2-29-84 | 1901-E | |
| HUD-00935.2 | Affirmative Fair Housing Marketing Plan | 10-1-92 | 1901-E, 1944-D, | |

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12-18-98

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| HUD-09822 | Physical Inspection Report | 1-1-90 | 1930-C, HB-1-35 | |
| I-2991 | Lease Market Survey | 7-1-94 | GSA 552, 570.8 | |
| I-9 | Employment Eligibility Verification | 3-24-88 | Public Law 99-6 | |
| IRS-8300 | Report of Cash payments over \$10 | 3-11-87 | | |
| JCP No. 2 | Commercial Printing Report | 7-29-92 | | |
| OF-07 | Property Pass | 5-27-59 | 2024-H | |
| OF-11 | Reference Request - Federal Records Centers | 7-1-87 | 2033-A | |
| OF-26 | Data Bearing Upon Scope Of Employment Of Motor Vehicle Operator | 9-6-89 | 2042-B | |
| OF-41 | Routing and Transmittal Slip | | 2030-A | |
| OF-49 | Inquiry for United States Government Use Only | | | |

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| OF-67 | Activity Schedule | 8-21-85 | 2006-0 | |
| OF-99 | Fax Transmittal | | | |
| OPM-1170 | List of College Courses and Certificate of Scholastic Achievement | 12-26-80 | 2045-E | |
| OPM-1210 | Federal Employees Assistance Programs Annual Report | 9-7-88 | 2063-F | |
| OPM-1311 | Work Location Preference | 12-26-80 | 2045-E | |
| OPM-1386 | Background Survey Questionnaire | | | |
| SF-0001 | Printing and Binding Requisition | 7-29-92 | 2027-B | |
| SF-0008 | Employee (UCFE) Program and Unemployment Compensation | 6-22-56 | 2006-D 2054-A | WS |
| SF-0014 | Telegraphic Message | | | WS |
| SF-0015 | Application For 10-Point Veterans | | | |

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9-7-88

| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| SF-0018 | Request for Quotations | 9-4-87 | 2024-A, 2027-B, | W |
| SF-0026 | Award/Contract | 9-4-87 | 2024-A | WSDC |
| SF-0030 | Amendment of Solicitation/Modification of Contract | 9-4-87 | 2024-A | WSDC |
| SF-0033 | Solicitation; Offer; and Award | 9-4-87 | 2024-A | WSDC |
| SF-0050 | Notification of Personnel Action | 11-29-61 | | WSC |
| SF-0052 | Request For Personnel Action | 11-2-88 | 2045-C 2054-Q 2 | WSDC |
| SF-0059 | Request for Approval of Non Competitive Action | 6-22-56 | | |
| SF-0061 | Appointment Affidavits | | 2045-Q&2054- | |
| SF-0066 | Official Personnel Folder | | 2054-V | P |
| SF-0066C | Merged Records Personnel Folder | 7-21-89 | 2054-V | |

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| SF-0066D | Employee Medical Folder | 7-21-89 | 2054-V | |
| SF-0071 | Application for Leave | 12-16-46 | 2066-A | |
| SF-0075 | Request for Preliminary Employment Data | 4-1-66 | | P |
| SF-0081 | Request for Space | 8-28-70 | | W |
| SF-0083 | Request for OMB Review | 1-27-49 | 2006-D | |
| SF-0083A | Instructions for Standard Form 83 | | 2006-D | |
| SF-0085 | Data for Nonsensitive or Noncritical-Sensitive Position | 10-10-51 | | P |
| SF-0087 | Fingerprint Chart | | 2054-C | |
| SF-0091 | Operator's Report of Motor Vehicle Accident | 9-9-70 | | |
| SF-0091A | Investigation Report of Motor Vehicle Accident | 7-25-84 | 2069-A&B | WSC |

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| SF-0094 | Statement of Witness | 11-25-53 | | |
| SF-0095 | Claim for Damage; Injury; or Death | 7-10-68 | 2042-A | WSC |
| SF-0097 | The United States Government Certificate of Release | | | |
| SF-0098 | Notice of Intention to Make a Service Contract and Response to Notice | 3-30-84 | 1955-D | WS |
| SF-0099 | Notice of Award of Contract | 3-30-84 | 1955-D | WSDC |
| SF-0113A | Monthly Report Of Federal Civilian Employ-ment | | | WS |
| SF-0114 | Sale of Government Property; Bid; and Award | 1-14-53 | | |
| SF-0114A | Sale of Government Property -Item Bid Page- Sealed Bid | 1-14-53 | | |
| SF-0115 | Request for Records Disposition Authority | | | |
| SF-0115A | Request for Records Disposition Authority-Continuation | | | |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| SF-0120 | Report of Excess Personal Property | 2-19-92 | 2024-H | |
| SF-0122 | Transfer Order Excess Personal Property | | 2024-H | |
| SF-0127 | Request for Official Personnel Folder | 8-20-52 | | WS |
| SF-0133 | Report on Budget Execution | | 1942-A | |
| SF-0135 | Record Transmittal and Receipt | 7-1-85 | 2033-A&C | |
| SF-0135A | Records Transmittal and Receipt (Cont.) | | 2033-C | WS |
| SF-0144 | Statement of Prior Federal Service | 3-11-55 | | WS |
| SF-0145 | Telephone Service Request | 5-8-85 | 2030-B | WSDC |
| SF-0149 | U.S. Government National Credit Card | | 2018-G&2036-A | |
| SF-0171 | Application for Federal Employment | 10-25-78 | 2045-C & 2054- | WSC |

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| SF-0182 | Request Authorization Agreement and Certification | 12-1-79 | | WSDC |
| SF-0184 | Request For Employee Medical Folder | 10-28-88 | 2018-G | P |
| SF-0215 | Deposit Ticket | 6-16-91 | 1951-B | WSDC |
| SF-0220 | Report on Financial Condition | | 1942-A | |
| SF-0224 | Statement of Transactions | | | |
| SF-0269 | Financial Status Report | 1-9-78 | 1942-G,1948-B, | |
| SF-0269A | Financial Status Report (Short Form) | 10-30-96 | 1944-I | |
| SF-0270 | Request for Advance or Reimbursement | 1-9-78 | 1944-I | |
| SF-0271 | Outlay Report and Request for Reimbursement For Construction Programs | 1-24-79 | 1942-A | |
| SF-0272 | Federal Cash Transactions Report | 1-24-79 | 1942-A | |

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| SF-0279 | Federal Procurement Data System (FPDS) Individual Contract Action Report | 2-20-91 | 2024-A | |
| SF-0308 | Request for Determination and Response to Request | 3-30-84 | 1955-D | WS |
| SF-0424.1 | Application For Federal Assistance (For Nonconstruction) | 7-28-99 | 1942-G | WSDC |
| SF-0424.2 | Application For Federal Assistance (For Construction) | 7-28-99 | 1942-G, 1944-D | WSDC |
| SF-0450 | Executive Branch Personnel Confidential Financial Disclosure Report | 7-1-92 | 2045-EE,2045-B | WS |
| SF-1034 | Public Voucher for Purchases and Services Other Than Personal | 10-17-83 | 2006-S & 2075- | |
| SF-1035A | Public Voucher for Purchases and Services Other Than Personal | | 2075-A | |
| SF-1047 | Public Voucher for Refunds | | | |
| SF-1048 | Public Voucher for Refunds (Memorandum) | | | |
| SF-1055 | Claim Against the United States For Amounts Due in the Case of a Deceased Creditor | | | |

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| Form No | Title | Date Issued (PN) | Instruction No | Distrib |
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| SF-1081 | Voucher and Schedule of Withdrawals and Credit | 8-30-50 | 2009-D | |
| SF-1094 | United States Tax Exemption Certificate | | | |
| SF-1096 | Schedule of Voucher Deductions | | | |
| SF-1098 | Schedule of Cancelled or Undelivered Checks | | | |
| SF-1103 | U.S. Government Bill of Lading | 8-20-97 | 2039-A | |
| SF-1105 | U.S. Government Freight Waybill | 6-21-44 | | |
| SF-1128A | Payroll for Personal Services - Payroll/Certificate and Summary | 12-23-46 | | |
| SF-1145 | Voucher for Payment Under Federal Tort Claim | | | |
| SF-1147 | Request for Insurance of Replacement Check Due to Error in Name And/Or Designation of Payee | | | |
| SF-1150 | Record of Leave Data | | 2066-A | |

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| SF-1151 | Nonexpenditure Transfer Authorization | 6-11-56 | | |
| SF-1154 | Public Voucher for Unpaid Compensation Due a Decreased Civilian/Employee | 12-28-50 | | W |
| SF-1166 | Voucher and Schedule of Payments | 3-16-60 | | W |
| SF-1169 | Transportation Request | | 2036-A | WSC |
| SF-1169A | Transportation Request-Memorandum | | | WSC |
| SF-1184 | Unavailable Check Cancellation | 3-16-60 | | |
| SF-1200 | Government Bill Of Lading Correction Notice | 6-21-89 | 2039-A | WSDC |
| SF-1402 | Certificate of Appointment | 7-17-85 | 2024-A | WSDC |
| SF-2802 | Application for Refund of Retirement Deductions | 8-10-88 | | |
| SF-2803 | Application to Make Deposit or Redeposit - Civil Service Retirement System | 9-25-59 | | |

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| SF-2804 | Application to Make Voluntary Contributions - Civil Service Retirement System | 9-25-54 | | |
| SF-2809A | Federal Employees Health Benefits Program | 11-2-88 | | |
| SF-3107 | Application For Immediate Retirement | 6-6-90 | OPM-CFR 844 | WSDC |
| SF-3108 | Application to Make Service Credit Payment for Civilian Service | | | |
| SF-5510 | Authorization Agreement for Preauthorized Payments | 7-7-99 | | |
| W-4 | Employee's Withholding Allowance Certificate 9-4-46 | | 2006-T, 2030-C | |
| WH-0347 | Payroll (For Contractor's Optional Use) | 3-30-84 | FAR | |

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